

**STATE DRIVING BUSINESSES LICENSURE BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 9/8/2014**

**BOARD MEMBERS PRESENT:** Sally K Phillips - Chair  
Jason Jerome  
Wayne Patrick Johnson  
Lon Arthur Pyper Sr.

**BOARD MEMBERS ABSENT:** Michael Dillon

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Maurie Ellsworth, Legal Counsel  
Carrie Gilstrap, Technical Records Specialist II

The meeting was called to order at 2:00 PM MDT by Sally K Phillips.

**APPROVAL OF MINUTES**

Mr. Pyper made a motion to approve the minutes of 6/27/2014. It was seconded by Mr. Jerome. Motion carried.

Mr. Pyper made a motion to approve the minutes of 7/30/2014. It was seconded by Mr. Jerome. Motion carried.

**REVISED APPLICATION FORMS**

The Board reviewed draft changes to the applications for an instructor's license and apprentice training permit. Following this review, Mr. Pyper made a motion to approve the applications as presented. It was seconded by Mr. Jerome. Motion carried.

**NEW BUSINESS**

**EXECUTIVE SESSION**

Mr. Jerome made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Pyper. The vote

was: Ms. Phillips, aye; Mr. Pyper, aye; Mr. Jerome, aye; and Mr. Johnson, aye. Motion carried.

Mr. Pyper made a motion to come out of executive session. It was seconded by Mr. Jerome. The vote was: Ms. Phillips, aye; Mr. Pyper, aye; Mr. Jerome, aye; and Mr. Johnson, aye. Motion carried.

## **APPLICATIONS**

Mr. Pyper made a motion to approve the following for a driving instructor licensure:

DBI-401 Karen Brown

It was seconded by Mr. Jerome. Motion carried.

## **DOCUMENTATION FOR LICENSED PUBLIC DRIVING INSTRUCTOR APPLICANTS**

The Board discussed what type of documentation would be required for those who are applying for a private driving instructor license who meet the following criteria, as per Rule 250.08.b:

An applicant who has held an active and unrestricted public driver education instructor license issued by the Idaho State Department of Education for at least two (2) years shall qualify for a waiver of the apprenticeship training program requirement.

The Board discussed its options to verify licensure status with the DOE. Mr. Jerome added that this rule should have included the number of hours required, rather than a two (2) year requirement.

Following further discussion, Mr. Pyper made a motion for Ms. Gilstrap to draft a form that will be attached to the Application for Driving Instructor License packet. If the applicant holds a public driving instructor license, this form would be provided to the DOE by the applicant for verification of licensure status. He asked that this draft form be presented for Board review during its next scheduled meeting. It was seconded by Mr. Jerome. Motion carried.

## **APPLICATIONS**

Mr. Jerome made a motion to approve the following for an apprentice training permit:

DBAI-398 Zachary Hale

It was seconded by Mr. Johnson. Motion carried.

### **REVIEW PROCESS FOR CONTINUING EDUCATION AUDIT DOCUMENTS**

The Board ran its first initial CE audit for licensed driving instructors. The process for reviewing the documentation was discussed.

Mr. Jerome made a motion to designate the Board Chair for the review and approval of the audit documentation. If the Chair reviews any that may be out of compliance; the decision will be held for the full Board to review during its scheduled meetings. It was seconded by Mr. Pyper. Motion carried.

### **ADJOURNMENT**

Mr. Jerome made a motion to adjourn the meeting at 2:55PM. It was seconded by Mr. Pyper. Motion carried.